

Your ref:	Flat 2, 3 Hyde Park Place	<b>Please reply to:</b>	<b>Rayhan Ali</b>
Our ref:	21/06287/FULL	Tel No:	07866033247
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mrs Sophie Hamilton-Grey Heritage Architecture Ltd 62 British Grove Chiswick W4 2NL United Kingdom		<b>Incomplete Applications</b> Development Planning City of Westminster PO Box 732 Redhill, RH1 9FL	
		21 September 2021	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990  
 PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) ACT 1990

**Address: Flat 2 , 3 Hyde Park Place, London, W2 2LH**

**Proposal: Removal of existing low-quality lean-to conservatory and replacement in masonry. New 1.5 metre width extension in glazing. Removal of part of roof terrace at first floor (mezzanine) level and introduction of set-back terrace of the same size at second floor level. (Linked with 21/06288/LBC)**

Thank you for your application received on 13 September 2021. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You have signed Certificate A declaring that nobody other than the applicant has ownership of the building. This is unlikely to be correct, unless you are the sole owner of the building(s) affected by the development, Certificate B should be completed and notice served on the freeholder and all those with a leasehold interest in the property with seven or more years remaining. Please provide a list of names and addresses of those you have served notice on. A copy of the certificate form can be found on the City Council's website. Please use the link below to download a copy of the form.

<https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/ownership-certificates-and-agricultural-land-declaration>

Please forward this information to the above email address by **19 October 2021**. Please do not forward the requested information separately, as your application will only be progressed

when ALL requested information has been received. Please send revised/new information to the email address, not via the planning portal.

The description of development may have been changed to better reflect the proposed works, if you do not agree that this accurately reflects your proposals, please provide an amended description of development when you respond to the above.

**If we do not receive this information within four weeks of this notification we shall take no further action on your application. If you require longer than four weeks to submit the revised information, please contact us.**

If you'd like to make a payment, please call: 020 7641 6500, or for general enquiries call: 07890380503. **Please note, for queries relating to this case, please refer to the officer dealing with your case: details at top of the letter.**

Yours faithfully

Rayhan Ali

**Rayhan Ali**

Note - Please read our Privacy Notice online <https://www.westminster.gov.uk/privacy-notice-planning>